

The University of Queensland Cricket Club

Blue Card Policy



Last Approval Date: 13 February 2022
Review date: 1 July 2022

PURPOSE AND OBJECTIVES

The University of Queensland Cricket Club is committed to providing a child-safe environment. UQCC will recruit staff and volunteers who do not pose a risk to children.

As part of that commitment, particularly with regard to members **under 18 years of age**, UQCC ensures that it meets the requirements of the *Working with Children (Risk Management and Screening) Act 2000*, and requires all employees and volunteers involved in child related work hold a valid Working with Children Blue Card or valid exemption. In addition to this, all members of UQCC's Executive Committee shall also hold a valid Blue Card or exemption throughout their term on the executive committee.

EMPLOYEES AND VOLUNTEERS

All employees and volunteers of UQCC whose normal responsibilities include, or are likely to include:

- providing services directed mainly towards children; or
- conducting activities mainly involving children; or
- accessing the personal details of children i.e. database access;

are required to hold a current Blue Card or exemption.

In practice that means all administrators, committee members, coaches, managers, officials, scorers, members and any other personnel who perform regular duties on behalf of UQCC involving players **under the age of 18** must apply for and obtain a Blue Card or exemption. In accordance with the 'no card no start' legislation, UQCC will ensure that all paid employees and volunteers have a valid Blue Card or exemption prior to undertaking any duties that require working with children.

In addition to Blue Cards, it is a UQCC requirement that all coaching staff:

- hold suitable coaching qualifications;
- successfully complete the *Play by the Rules* Child Protection online course annually;
- complete and sign the Member Protection Declaration.

EXEMPTIONS

The following exemptions apply in relation to the club Blue Card requirement:

- the person is under 18 years of age.

- the person is considered exempt under the *Working with Children (Risk Management and Screening) Act 2000* i.e. they are a Police Officer or Teacher registered with the QCT.

UQCC still expects those to whom exemption applies to adhere to the other requirements, such as appropriate coaching qualifications, completion of the Child Protection course, and completing and signing the Member Protection Declaration.

BLUE CARD REGISTER

UQCC utilizes the online Blue Card portal to maintain its blue card register of all staff and volunteers at the club. It is the responsibility of the Club Administrator to review and maintain the register regularly. The Club Administrator will ensure that all coaches and volunteers Blue Cards are kept up to date, and will organize renewal applications in a timely manner to ensure that those who require them always hold a valid card. Copies of all Blue Cards, exemptions, and related documents are kept on file along with the register.

RECORD KEEPING

UQCC maintains files for all of its staff and volunteers. Copies of Blue Cards, exemptions, coaching qualifications, CVs, position descriptions, employment letters, Member Protection Declarations, and other documentation relating to their roles at the club are filed centrally in the clubs Google Drive. The Club Administrator and the Operations Manager are responsible for reviewing and keeping these files up to date.

COMPLAINTS

UQCC takes all complaints seriously will investigate all complaints in a confidential manner. Complainants will be informed of the outcome of the investigation within a reasonable period of time. If you would like to make a complaint, please refer to the Complaints Policy, and submit your complaint in writing, to admin@uqcricket.com.au.